

# 2012

# San Bernardino County

# Candidate Filing Guide

Presidential Primary Election: June 5, 2012



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*The information contained in this guide is for general purposes only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law.*



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## I. OVERVIEW OF CANDIDATE FILING GUIDE

This 2012 Candidate Filing Guide is designed to provide filing information to potential candidates for the 2012 Presidential Primary Election in San Bernardino County. Please review this information carefully. The candidate filing process will be covered in detail-- from the first step as a potential candidate to becoming an officially filed candidate. The guide also provides relevant resources to ensure that your campaign is in compliance with election laws and regulations. The candidate filing period for the 2012 Presidential Primary Election is from February 13, 2012 to March 9, 2012.

The first section of the Candidate Filing Guide will help you determine the offices that will be elected in San Bernardino County, as well as the relevant information-- such as filing fees and candidate qualifications. Please note that the offices available for election in this guide are specific to the 2012 Presidential Primary Election. Information on additional local offices will be found in the 2012 Presidential General Election Candidate Filing Guide.

The second section of the Candidate Filing Guide explains the Candidate Filing Process and the corresponding forms to be completed. This section includes information on how to defray the cost of the filing fee by gathering signatures with a *Petition In-Lieu* form; how to complete your official filing; how to choose your name and title that will appear on the ballot with the *Declaration of Candidacy* and *Ballot Designation Worksheet forms*; and how to complete your nomination by submitting any necessary signatures on the *Nomination Paper* form. This section will also provide the cost and guidelines for the *Candidate Statement of Qualifications* for candidates who choose to address the voters directly in the sample ballot.

As part of the candidate filing process, certain forms are required by the Fair Political Practices Commission, which the Elections Office will provide you. These include the *Statement of Economic Interest Form 700* and the *Code of Fair Campaign Practices*.

The final sections of the Candidate Filing Guide will provide important information regarding campaign signs, laws and regulations, services provided by the Elections Office and a resource list. Further information may be found on the Elections Office website at [www.sbcrov.com](http://www.sbcrov.com) or by calling (909) 387-8300 during regular business hours, Monday-Friday 8:00 am to 5:00 pm. You may also visit the Elections Office at 777 E. Rialto Avenue, San Bernardino, 92415.

While this guide is intended to be as informative as possible, it is general information only and is not intended to be used as a substitute for legal counsel. Employees of the Elections Office are not permitted to answer questions of a legal nature. Additional information on candidate filing can be obtained by contacting the San Bernardino County Elections Office.

The Elections Office can assist candidates in filing their candidacy with forms that candidates may obtain in person from our office or from our website.

## II. OFFICES TO BE ELECTED

### A. Candidate qualifications and filing requirements

<u>Elected Office</u>	<u>Salary</u>	<u>Office Type</u>	<u>Office Term</u>	<u>Qualifications</u>	<u>Seats Open</u>	<u>Filing Fee</u>	<u>Petition In-Lieu of filing fee</u>	<u>Signature Value</u>
President and Vice President	\$400,000 \$230,700	Partisan Office	4 years	*Natural born citizen of the US, at least 35 yrs of age, resident of the US for at least 14 yrs	1 seat	None	N/A	N/A
United States Senator	\$174,000	Voter Nominated Office	6 years	*US citizen for 9 yrs, at least 30 yrs old	1 seat	\$3480.00	10,000	\$0.35
United States Representative	\$174,000	Voter Nominated Office	2 years	*US citizen for 7 yrs, at least 25 yrs old	1 seat each for districts: 8, 27, 31, 35, 39	\$1740.00	3,000	\$0.58
State Senator	\$95,291	Voter Nominated Office	4 years	*US citizen, CA registered voter ** Term Limit	1 seat each for districts: 21, 23, 25, 29	\$952.91	3,000	\$0.32
State Assemblyman	\$95,291	Voter Nominated Office	2 years	*US citizen, CA registered voter *** Term Limit	1 seat each for districts: 33, 36, 40, 41, 42, 47, 52, 55	\$952.91	1,500	\$0.64
Board of Supervisors	\$150,183	Non Partisan Office	4 years	*Registered voter of the district for at least 30 days	1 seat each for districts: 1, 3, 5	\$1501.83	6,008	\$0.25
Superior Court Judge	\$178,798	Non Partisan Office	6 years	*Registered voter, Member of the bar for 10 consecutive years or has served as a judge in a court of record in CA	21 seats	\$1787.82	7,152	\$0.25
Democratic Central Committees	None	Partisan Office	2 years	*Registered member of the party	Dist-Seat 33 – 6 36 – 6 40 – 6 41 – 6 42 – 6 47 – 6 52 – 6 55 – 6	None	N/A	N/A

<u>Elected Office</u>	<u>Salary</u>	<u>Office Type</u>	<u>Office Term</u>	<u>Qualifications</u>	<u>Seats Open</u>	<u>Filing Fee</u>	<u>Petition In-Lieu of filing fee</u>	<u>Signature Value</u>
Republican Central Committees	None	Partisan Office	2 years	*Registered member of the party	Dist-Seat 1 – 8 2 – 8 3 – 9 4 – 5 5 – 3	None	N/A	N/A
American Independent Central Committees	None	Partisan Office	2 years	*Registered member of the party	Dist-Seat 33 – 18 36 – 1 40 – 13 41 – 3 42 – 5 47 – 9 52 – 6 55 – 1	None	N/A	N/A
Peace and Freedom Central Committees	None	Partisan Office	2 years	*Registered member of the party	Dist-Seat 1 – 3 2 – 4 3 – 4 4 – 4 5 – 5	None	N/A	N/A
City of Loma Linda: Council Member	****	Non Partisan Office	4 years	*Registered voter within the city boundaries	3 seats	****	****	****
Arrowbear Park County Water District: Director	****	Non Partisan Office	4 years	*Registered voter within the district boundaries	1 seats	None	N/A	N/A

Reference:	*	Candidate must be a registered voter, at least 18 years old and a citizen of California
	**	Can not have served two terms in the State Senate or three terms in the Assembly since 11-6-90
	***	Can not have served two terms in the State Senate since 11-6-90
	****	Please contact the City or District for specific information

NOTE: Candidates should review the qualification as listed above. More information regarding requirements and qualifications may be obtained in the following regulations:

[Election Codes- §201, §8002, §10514](#)

[Government Codes- §275.2, §1020-1021, §24001, §53227\(a\)](#)

## B. Election calendar

Candidates should review the following dates for deadlines and actions for their filing as a candidate:

<b>Dec. 30 – Feb. 23 2012</b>	<b>Petition In-Lieu period:</b> Candidates may circulate Petition In-Lieu of filing fee to obtain signatures that must be submitted to the Elections Office by February 23, 2012.
<b>Feb. 13, 2012</b>	<b>Filing period opens.</b> Candidates may pick up nomination packets at the Elections Office.
<b>Mar. 9, 2012</b>	<b>Filing period closes at 5:00 pm.</b> Candidates must submit their Candidate filing documents at the Elections Office
<b>Mar. 9, 2012</b>	<i>Statement of Economic Interest Form 700</i> must be filed at the Elections Office by the filing deadline at 5:00 pm.
<b>Mar. 9, 2012</b>	Last day that any candidate may request, in writing, a different ballot designation for this election.
<b>Mar. 10 – Mar. 14 2012</b>	<b>Extended filing period begins and ends</b> for any district if an incumbent does not file for office.
<b>Mar. 10 – Mar. 19 2012</b>	<b>Public viewing period of candidate statements of qualifications.</b> During this period, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction requiring any or all of the material in the pamphlet be amended or deleted.
<b>Mar. 15, 2012</b>	Secretary of State shall conduct random alphabet drawings at 11:00 am to determine order of names on ballot.
<b>Mar. 22, 2012</b>	<b>First pre-election and semi-annual campaign disclosure statement</b> due for period through March 17 <sup>th</sup> .
<b>Apr. 9 – May 22, 2012</b>	Period in which write-in candidates may file their statements of write-in candidacy and nomination papers.
<b>Apr. 26, 2012</b>	First day Sample Ballots Pamphlets may be mailed.
<b>May 8, 2012</b>	First day Vote By Mail ballots may be mailed.
<b>May 8 – Jun. 5, 2012</b>	Early voting at the Elections Office.
<b>May 21, 2012</b>	<b>LAST DAY TO REGISTER TO VOTE FOR THIS ELECTION.</b>
<b>May 24, 2012</b>	<b>Second pre-election campaign disclosure</b> statement due for period through May 19 <sup>th</sup> .
<b>Jun. 5, 2012</b>	<b>ELECTION DAY.</b> The polls officially open at 7:00 am and close at 8:00 pm. The Elections Office will also be open to assist voters. Vote by mail ballots may be returned to any polling place in San Bernardino County or the Elections Office prior to 8:00 pm.  After the polls are closed, all ballots are transported to the Elections Office for vote counting. Vote counting is open for public viewing and all candidates are welcome. Semi-official results will be released periodically until counting has been completed. Results may also be obtained at <a href="http://www.sbcrov.com">www.sbcrov.com</a> or by calling the Election Office.
<b>Jun. 7, 2012</b>	Elections Office shall commence official canvass no later than the first Thursday following the election.
<b>Jul. 3, 2012</b>	Deadline for the Elections Office to certify election results.



### III. FILING PROCESS

The candidate filing period for the 2012 Presidential Primary Election is February 13, 2012 to March 9, 2012; however, any potential candidate may begin the process before these dates. The following section explains the forms to complete and the steps to take after determining which office to seek for election.

#### **A. *Petition In-Lieu of Filing Fee Form (optional)***

The *Petition In-Lieu of Filing Fee* form is optional. Candidates running for an office that requires a filing fee may submit a petition containing signatures of registered voters from their district to defray the cost of the filing fee. The number of signatures required to fully cover the fee varies by office. Each signature is assigned a value, based on the office, and each valid signature gathered will reduce the filing fee by the assigned value. The *Petition In-Lieu of Filing Fee* is available to potential candidates or their designated agent (with a signed authorization) for the 2012 Presidential Primary Election beginning January 3, 2012 and must be submitted no later than 5:00 pm on February 23, 2012. No additional signatures can be submitted after the filing fee has been paid, with the exception of those submitted to replace invalid signatures. Valid signatures collected for the *Petition In-Lieu of Filing Fee* will be counted as nomination signatures- please see the Nomination Signatures section of this guide for more information.

#### **B. *Declaration of Candidacy Form (required)***

The *Declaration of Candidacy* is a legal document that qualifies an individual to be placed on the ballot. The *Declaration of Candidacy* will be available at the start of the candidate filing period which begins on February 13, 2012, and must be filed by 5:00 pm, March 9, 2012. The name and ballot designation on the *Declaration of Candidacy* must match the *Ballot Designation Worksheet*.

#### **C. *Ballot Designation Worksheet (required)***

The *Ballot Designation Worksheet* describes the current principal profession, vocation, occupation, or incumbency status of the candidate. A *Ballot Designation Worksheet*, as prescribed by the Secretary of State, is used to support the ballot designation.

[Elections Code §13107.3](#)

If the Elections Office determines that the ballot designation violates one of the restrictions, a new designation may be submitted by the candidate within three days of notice, but not after the final date for filing nomination papers. [Elections Code §13107\(c\)](#)

The *Ballot designation Worksheet* must be filed with the Elections Office at the same time as the *Declaration of Candidacy*. If a candidate fails to file a properly completed ballot designation worksheet, no designation will appear on the ballot.

[Elections Code §13107.3](#)

## **Guidelines for Selecting your Ballot Designation:**

Ballot designations are restricted to the following:

1. No more than three words.
2. Limited to space allotted on the ballot, approximately 55 characters including spaces and punctuation.
3. Must appear on the declaration of candidacy at the time it is filed.
4. Become public record once the information is filed on the *Declaration of Candidacy form*.
5. **Cannot be changed after the final date to file nomination documents.**

The listing of a designation on the ballot is OPTIONAL. Only one of the following categories is allowed:

1. **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

**Example A:** Governing Board Member

**Example B:** Board Member, XYZ School District

2. **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

3. **Appointed Incumbent:** The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office and is seeking election to that office. The word Appointed may also be used with the office title.

**Example A:** Appointed Incumbent

**Example B:** Appointed Board Member, XYZ School District

**Example C:** Board Member, XYZ School District, Appointed

**Exception:** Candidates appointed to office in lieu of an election **do not** have to use the word “appointed.”

4. **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal profession, vocations, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

**Example A:** High School Teacher

**Example B:** Attorney/Educator/Rancher

**Example C:** CEO/Councilmember

5. **“Community Volunteer”** means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

1. A charitable, educational, or religious organization as defined by the [United States Internal Revenue Code §501\(c\)\(3\)](#);
2. A governmental agency; or
3. An educational institution.

The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate.

[California Administrative Code § 20714.5 \(a\)\(b\)](#)

- 6. No Occupation Desired:** If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

Pursuant to [California Elections Code §13107\(b\)](#), the election official shall not accept a ballot designation if:

1. It would mislead the voter.
2. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
3. It abbreviates the word "retired" or places it following any word(s) that it modifies.
4. It includes a word or prefix, such as "former" or "ex", which means a prior status. The only exception is the use of the word "retired".
5. It includes the name of any political party, whether or not it has qualified for the ballot.
6. It includes a word or words referring to a racial, religious or ethnic group.
7. It refers to any activity that is prohibited by law.

### **Review of Ballot Designation:**

Candidates may review their own ballot designation, as well as that of other candidates, at the Elections Office during working hours: Monday through Friday from March 10 through March 19, or if the filing period is extended, the dates will be adjusted accordingly.

### ***D. Nomination Paper form (may be required or optional)***

Some offices may require nomination signatures to be filed with the *Declaration of Candidacy form*. In these contests, candidates must collect signatures of registered voters within the district they are running for in order to become an officially filed candidate. The numbers of signatures vary by office, and signatures previously obtained by the *Petition In-Lieu of Filing Fee* may satisfy this requirement.

## **E. *Candidate Statement of Qualifications form (optional)***

The *Candidate Statement of Qualifications form* is used to submit information about a candidate that will be included in the sample ballot and sent to voters. The statement is not required, but permitted if the candidate desires to file and pay the appropriate fee, which is based on the candidate's share of the prorated cost of the sample ballot. If a candidate statement is not filed, the candidate will be asked to sign a waiver on the *Candidate Statement Agreement form*, which is filed with the *Declaration of Candidacy form*. Candidate statements are confidential until the filing period ends on March 9, 2012, when they become public information.

### **Preparing the content of your statement:**

#### **1. Statement format:**

The statement shall be prepared on a form provided by the Elections Office. A paper copy must be filed with the declaration of candidacy. It should be TYPED in upper and lower case, single spaced.

The California Elections Code intends uniformity of appearance. Each statement is allowed the same amount of space in the sample ballot. All statements will be printed in uniform style and size of type, in block paragraph form (with no indentions). **Outline form is not acceptable.**

Statements will be typeset exactly as submitted – the Elections Office will not edit any material contained in the statement for spelling, punctuation, or grammar, so **candidates are therefore advised to carefully check their statements for such errors.** The Elections Office is authorized to make corrections only to the format of the statements, or strike content which does not adhere to established rules.

#### **2. Acceptable style and content:**

The statement may include the name, age, and occupation of the candidate and a description of no more than 200 words, of the candidate's education and qualifications as expressed by the candidate.

#### **3. Unacceptable style and content:**

The statement is limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.

The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. [Elections Code §13308](#)

Nothing in the candidate's statement shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet. [Elections Code §13307\(d\)](#)

Any candidate in an election who knowingly makes a false statement of a material fact in a candidate statement, prepared pursuant to [Elections Code 13307](#), with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1000).[Elections Code §18351](#)

The statement shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations. [Elections Code §13307\(a\)\(1\)](#) and [Elections Code §13308](#).

#### **4. Corrections and changes:**

Only a cursory review of the candidate's statement will be done at the time of filing to ensure that the statement is acceptable in word content and formatting. Corrections can be made, if necessary, by the candidate at the time of filing.

Once the statement has been filed, it may not be changed by the candidate, and will be subject to editing by the Elections Office to bring it within content, word count, and format requirements. If any statement exceeds the word limit, the candidate must delete or change a sufficient number of words to bring the statement within the required word limit before the statement is filed. If the statement is filed without the correction or deletion by the candidate, the statement will be cut off at the 200 word limit by the Elections Office. Any other unacceptable content will be removed prior to printing.

#### **Example of Candidate Statement Format:**

<b>CANDIDATE FOR EXAMPLE OFFICE</b> <b>SAMPLE DISTRICT</b>	
<b>NAME: PAT DOE</b> <b>OCCUPATION:</b> Fortune Teller/Comedian	<b>AGE: 66</b>
<p>FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are on the preceding page.</p> <p>PARAGRAPHS: The candidate statement is printed in standard block paragraph form, which means each paragraph will start on the left and the margins will be justified (as shown in this example). No indentations are allowed. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph (numbering is optional and will be counted towards word count if used).</p> <p>I belong to the following organizations: PTA; Chamber of Commerce; Zoological Society; Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant.</p> <p>The Registrar of Voters will make necessary modifications to make the statement conform to these guidelines as well as to fit in the space allotted.</p>	

#### **F. Candidate Statement Agreement form (required)**

The *Candidate Statement Agreement form* indicates whether or not you wish to have a statement appear in the voter information portion of the sample ballot. Candidate Statement must be filed with your *Declaration of Candidacy form*. Your Candidate Statement may be withdrawn but not changed, no later than March 12, 2012 at 5:00 pm.

### **Payment of Fees for Candidate Statement:**

The Elections Office estimates the total cost of printing, handling, translating, and mailing the candidate's statement, and includes costs incurred as a result of complying with the Voting Rights Act of 1965, as amended. This is an estimated cost only and may increase or decrease.

Payment is required at the time the candidate's statement is filed. Cash cannot be accepted in the amount of \$100.00 or more. By County ordinance, a fee of \$22.50 will be charged for any check that is returned by the bank. In cases where difficulty has been experienced, future payments will only be accepted by cashier's check, money order, or cash if under \$100.00.

### **G. Fair Political Practices Commission Filings**

The Fair Political Practices Commission requires some candidates to file the following forms under specific circumstances

#### **Statement of Economic Interest Form 700**

All candidates (including incumbents) for offices specified in Gov. Code Section 87200 must file *Statement of Economic Interests Form 700* no later than the final filing date for their Declaration of Candidacy. Candidates seeking a position designated in a conflict of interest code must file no later than the final filing date for the declaration of candidacy or other nomination documents. Exception: A statement is not required if you filed any statement (other than a leaving office statement) for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

[Government Code. §87302.3](#)

#### **Additional Fair Political Practices Commission Filing Forms**

The following list of Financial Disclosure and post Qualification Forms may be required. Please refer to the instructions for filing included with the form for requirements and filing locations. These forms can be submitted through the Elections Office.

***Form 501 Candidate Statement of Intention and Campaign Contributions***

***Form 410 Statement of Organization***

***Form 460 Recipient Committee Campaign Statement***

***Form 470 Officeholder and Candidate Campaign Statement-Short Form***

***Form 470 Supplement***

***Form 496 Late Independent Expenditure Report***

***Form 497 Late Contribution Report***

**H. *Statement of Responsibility For Temporary Political Signs***

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements. Temporary Political Signs must meet the following criteria:

- Encourages a particular vote in a scheduled election.
- Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- Is no larger than 32 square feet.
- Has had a Statement of Responsibility filed with the Department of Transportation certifying a person who will be responsible for removing the sign.

Completed forms must be submitted to:

Division of Traffic Operations  
Outdoor Advertising Program  
P.O. Box 942874, MS-36  
Sacramento, CA 94274-0001

## **IV.CAMPAIGN LAWS AND REGULATIONS**

The codes below may be of interest to candidates; there fore the Elections Office has cited different subjects for candidates to reference.

(California Election Codes)

### **A. Campaign Literature**

- 18301. Printing of simulated sample ballots.
- 18302. Distribution of precinct polling place information.
- 18303. Mass mailing penal provisions.
- 18304. Use of seal in campaign literature is misdemeanor.

### **B. Political Meetings**

- 18340. Threats, intimidations, or violence.

### **C. Misrepresentation of Candidates**

- 18350. Misleading of voters; incumbency; public officer.
- 18351. False statements in candidate statement; fine.

### **D. Electioneering**

- 18370. Electioneering within 100 feet of a polling place.  
No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:
  - (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
  - (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
  - (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
  - (d) Do any electioneering as defined by Section 319.5.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

- 18371. Electioneering during vote by mail period.



## **E. Truth in Endorsement Laws**

- 20001. Legislature's findings.
- 20006. Restraining order or injunction.
- 20007. Representation requirements.
- 20008. Political advertisement requirements.
- 20009. Simulated ballot requirements.

## **F. Fair Campaign Practices**

- 20400. Intent of legislature.
- 20420. Definition of "Code".
- 20440. Subscription to code; form.
- 20441. Supply of forms.
- 20442. Retention of forms; public inspection.
- 20443. Public record.
- 20444. Voluntary.

## **G. Libel and Slander**

- 20500. Election campaigns; libel and slander.
- 20501. Persons liable.
- 20502. Libel or slander action brought by candidate.

(California Government Codes)

## **H. Mailings**

- 82041.5. Mass mailing.
- 84305. Mass mailings; requirements.
- 84305.5. Slate mailers; requirements
- 84310. Telephone calls supporting or opposing a candidate or ballot measure; expenditure of campaign funds.
- 89001. Newsletter or mass mailing.

## **V. POLITICAL SIGN REGULATIONS**

The following guidelines pertaining to the posting of temporary political signs in San Bernardino County areas are provided to be of assistance. For more detailed information, or updates, contact your local Code Enforcement office.

**A. A temporary political sign is any sign that indicates any one or a combination of the following:**

1. The name or picture of an individual seeking election or appointment to a public office.
2. Relates to a forthcoming public election or referendum.
3. Advocates a person, group, or party's political views or policies.

**B. A temporary political sign is permitted in any land use district subject to the following limitations:**

1. Such political signs shall be removed within thirty (30) days after the same election.
2. Such political signs shall have a maximum area of eight (8) square feet in residential land use districts and thirty-two (32) square feet in all other land use districts, unless such sign is an accessory (e.g. campaign headquarters) or primary sign permitted by this chapter.
3. Such political signs shall not be erected within any street intersection, clear, sight triangle or at any location where the sign may interfere with, obstruct the view of, or be confused with any authorized traffic sign.
4. Such political signs shall not be nailed or affixed to any tree, fence post or public utility pole and shall not be located in the public right-of way, parkway or on publicly owned land.

**C. San Bernardino County Right of Ways**

Political signs may NOT be placed on or within San Bernardino County flood control or road rights of way.

**D. State Political Signs Regulations**

The California Department of Transportation has specific guidelines and responsibilities pertaining to political signs placed within their areas of jurisdiction. Each candidate receives an informational form letter and the Department of Transportation's "Statement of Responsibility Form". If a candidate requires additional information, they can contact the Department of Transportation office at 464 West 4th Street, San Bernardino, CA 92401. Telephone number is (866) 383-4631 or (909) 383-4631.

## **E. County Code Enforcement Offices**

Candidates should contact the following offices for specific political sign restrictions in these communities:

### **1. ONTARIO**

2314 South Mountain Avenue, Suite E

Ontario, CA 91762

Phone: (909) 458-1540 Fax: (909) 458-1500

Serving the areas of Alta Loma, Bloomington, Chino, Fontana, Mt. Baldy, Montclair, Ontario, Rancho Cucamonga, Rialto, and Upland.

### **2. SAN BERNARDINO**

385 North Arrowhead Avenue

San Bernardino, CA 92415-0181

Phone: (909) 387-4044 Fax: (909) 387-4243

Serving the areas of Angeles Oaks, Barton Flats, Big Bear City, Blue Jay, Cajon, Colton, Crestline, Del Rosa, Devore, Forest Falls, Grand Terrace, Highland, Lake Arrowhead, Loma Linda, Lytle Creek, Mentone, Muscoy, Oak Glen, Redlands, Running Springs, San Bernardino, Twin Peaks and Yucaipa.

### **3. VICTORVILLE**

15456 W. Sage Street

Victorville, CA 92392

Phone: (760) 843-4363 Fax: (760) 843-4365

Serving the areas of Adelanto, Apple Valley, Baker, Baldy Mesa, Barstow, El Mirage, Harvard, Hesperia, Hinkley, Lenwood, Lucerne Valley, Needles, Oak Hills, Phelan, Pinon Hills, Spring Valley Lake, Trona, Twentynine Palms, Victorville, Wrightwood, and Yermo.

### **4. YUCCA VALLEY**

57407 Twenty-Nine Palms Outer Highway South

Yucca Valley, CA 92284

Phone: (760) 228-5430 Fax: (760) 228-5449

Serving the areas of Amboy, Cadiz, Johnson Valley, Joshua Tree, Landers, Ludlow, Pioneer Town, Twenty-Nine Palms, Wonder Valley, and Yucca Valley.

## F. City Political Signs Regulations

The placement of signs within city limits is regulated by each city respectively. Listed below is contact information for each city code enforcement office within San Bernardino County. Please contact them directly if you have any questions.

Adelanto (760) 246-2300 x3104	Grand Terrace (909) 430-2229	Redlands (909) 335-4737
Apple Valley (760) 240-7560	Hesperia (760) 947-1711	Rialto (909) 820-2636
Barstow (760) 255-5155	Highland (909) 864-6861 x201	San Bernardino (909) 384-5205
Big Bear Lake (909) 866-5831	Loma Linda (909) 799-2800	Twentynine Palms (760) 367-6799
Chino (909) 591-9809	Montclair (909) 447-3540	Upland (909) 946-9333
Chino Hills (909) 364-2757	Needles (760) 326-5700 x328	Victorville (760) 955-5104
Colton (909) 370-5114	Ontario (909) 395-2007	Yucaipa (909) 797-2489 x245
Fontana (909) 350-7686	Rancho Cucamonga (909) 477-2712	Yucca Valley (760) 369-6575

## **VI.SERVICES PROVIDED BY ELECTIONS OFFICE**

The San Bernardino County Elections office will provide information and support for candidates. The following highlights are services that are offered:

*Per confidentiality laws of 1995, voter information is confidential; however, there are specific permissible exceptions to the law.* The California Administrative Code, Title 2, Division 7, Chapter 1, Article 1, Sections 19003, 19004, & 19005 specifies permissible uses for any data obtained from voter registration files. Permissible usage includes direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature. Data obtained from voter registration or election files may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so from the Secretary of State or the Election Office. Prohibited usage includes commercial purposes and solicitations of contributions or services for any purpose other than on behalf of a candidate or political party, or in support of or opposition to a ballot measure.

### **A. Public Viewing Terminals**

The voter registration database may be viewed from a public terminal in the lobby area of the Elections Office. The public viewing terminal is available during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. The public terminal screen does not reveal confidential voter registration information. Confidential information includes such items as: residential street address, telephone number, precinct number, occupation, driver's license number and the last four digits of a social security number.

### **B. Confidential Viewing Terminals**

Viewing of the confidential voter registration database is only available at the Elections Office. To view the confidential voter registration database, you will be required to provide identification and complete an Application for Voter Information. The confidential viewing terminal is available during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

### **Purchasing Voter Information:**

Voter information and maps are available for purchase at the Elections Office. You must present a valid picture ID the first time you place an order. If you do not want to come into our office, please contact the Elections Office at (909) 387-8300 for instructions. When purchasing voter information, you will be asked to complete an "Application for Voter Information" and explain why you need this information. You must pay for your order in advance. Our office will call you when your order is ready for pickup. Orders are processed in the order they are received. Generally, there is a three business day turnaround.

### **C. Services offered:**

1. Voter file
  - a. Multi-purpose voter text file (cd)  
The information included in this file: Voters last, first and middle name.  
Complete residential address, mailing address (if provided), Party affiliation, registration date, phone number and e-mail address (if provided), permanent voter status (Y or N), voting history (Note: the default is the last 20 elections)
  - b. Mailing labels (in print or on cd)
  - c. Walking index (in print or on cd)
  - d. Voter list (in print or on cd)
2. Polling place list (on our website)
3. Precinct to district file (on our website and updated every Monday)
4. District summary (on our website and updated every Monday)
5. Statement of votes cast (on our website)
6. Various precinct maps
7. Labels are printed in precinct order, by voter name and mailing address or, if no mailing address, then by residence address.
8. Walking Index list of voters by alpha street name and then house number. It also contains the voter's party affiliation and phone number (if given). This report contains no voter history.
9. Voter List of voter by alpha last name. Report contains residence address, mailing address (if requested), party affiliation, and phone number (if given). Report can include history for 5 elections.

## VII. RESOURCE LIST

Provided below is a quick reference of telephone numbers and Internet addresses to assist you with questions you may have during your campaign.

<b>San Bernardino County Election Office</b>	<b><u><a href="http://www.sbcrov.com">www.sbcrov.com</a></u></b>
	909-387-8300 or 800-881-8683
	909-387-2022 (fax)
<b>Fair Political Practices Commission</b>	<b><u><a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></u></b>
Technical Assistance Division	866-275-3772
Enforcement Division	916-322-5660
Toll Free "Tip Line"	800-561-1861
<b>Secretary of State</b>	<b><u><a href="http://www.sos.ca.gov">www.sos.ca.gov</a></u></b>
Election Division	916-657-2166
Information & Election Fraud Hot-Line	800-345-8683
Political Reform Division	916-653-6224
<b>California Legislative Information</b>	<b><u><a href="http://www.leginfo.ca.gov">www.leginfo.ca.gov</a></u></b>

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